

MUSEUM STUDIES DEPARTMENT

COURSE SYLLABUS

MUSEUM STUDIES SENIOR INTERNSHIP

INSTRUCTOR: MS. STEWART

PERIOD: 10

SCHOOL YEAR: FALL 2018 / SPRING 2019

CREDITS: 1

COURSE DESCRIPTION

The Museum Studies Senior Internship is a course designed to prepare students for placement in a viable internship in a museum or related cultural institution. Students must complete their internship by successfully engaging in mission driven projects in order to be eligible for graduation. The Museum Senior Internship gives students the opportunity to put into practice the skills that they have learned during their tenure in the department. They work side-by-side with a selected museum professional on work related to the function of the museum. Students will apply classroom theory and practices to the work setting.

CONTENT STANDARDS

- Interviewing Practices
- Role of interviewer and interviewee
- Time management and productivity
- Professional interactions and work ethic
- Determining the Institutional culture Museum Profile
- Research Letter of Intent Site Visits Museum Professional Profile Journal Writing and Review
- Portfolio Senior Project
- Value to the work of the Museum

COURSE OUTLINE

- I. Preparation*
 - A. Study interview techniques and strategies
 - B. Field standard questions/ suggested responses/Skills and attitudes for Success
 - C. Review time management practices
 - D. Identify professional practices, ethical practices
 - E. Research and select potential site supervisors/Finding a job vs.Finding a career
 - F. Role-play selected work scenarios.
- II. Site Selection and Placement*
 - A. Research site for internship and presentation
 - B. Practice forms of letter writing/ structure/content

- C. Prepare journal writing- objective/subjective point of view
- D. Observe students during site visits to review museum project
- E. Research and present the Museum Professional Profile project
- F. Participate in roundtable discussions about internship experience and selected readings

MATERIALS

Selected articles from American Association of Museums publications and other periodicals, and media. Backpack to Briefcase: A Life After Graduation by T. Arndt. E- journals, e-Portfolios.

POLICIES AND PROCEDURES

GENERAL RULES

1. Attendance is required. Any absences must be supported by a note from the student’s parent or guardian. Five unexcused absences may result in a dropped letter grade.
2. Arriving on time for class is mandatory.
3. Students must take all tests and quizzes.
4. Students must complete all assignments on time. Students are responsible for coming to the teacher for missed work.
5. Students must keep a notebook.
6. Students may use mobile phones for educational purposes only.
7. Students are not permitted to sleep or have headphones in ears during class time

GRADING POLICY

(Grade percentage per quarter)

Participation	10%
<ul style="list-style-type: none"> ● Listening ● Speaking ● Effort 	
Practice and Application	50%
<ul style="list-style-type: none"> ● Classwork/Homework ● Writing assignments ● Projects ● Field trips 	
Assessments	40%
<ul style="list-style-type: none"> ● Quizzes ● Unit Tests ● Presentations 	

NOTE: 5 unexcused absences results in the automatic drop in one letter grade, ten unexcused absences in one advisory results in a grade of FA, & 30 absences in a year is an automatic F for the course.

CONTACT INFORMATION

- martareidstewart@gmail.com
- Aspen

Parent /Guardian Signature

Date

Student Signature

Date